

Springdale Fire Department

Policy & Procedures Manual

Volume 5 – General

Section 501 – Miscellaneous

501.11 – Entering Maintenance Performed by Personnel

Enter a separate request for each type of problem.

To enter maintenance completed by personnel:

- Left click on the inventory button.
- Type the apparatus description into the “Description” field this will open a window confirming your description matches the appropriate record. Right click “OK” or press “Enter”
- If you do not know the proper description then:
 - With the cursor located in the Description field press F2 or double left click on the Description Field or left click the Browse button.
 - A window will open listing all the equipment in the department inventory. Select the appropriate vehicle / item and press “Enter” or left click “OK” or double left click on the appropriate selection.
- Left click the “Maintenance/test” tab.
- Left click the “Add” Button in the “Maintenance” box; this will open the “Maintenance/test detail window.
- In the “Job” Field enter the appropriate maintenance code. A list of codes can be accessed (drop down menu) by left clicking the “...” button. Choose the appropriate code and either double click on the selection or click “OK”.
- In the “Priority” field enter “R/S” (routine service) or click on the button to choose a priority code.
- Click on the Completed button (This indicates the repair has been completed)
- Enter the start date (this is the date the repair is completed)
- Enter the start time, end date, end time.
- Enter the notified date.
- Enter the current mileage and engine hours if applicable.
- Enter the number of staff hours the repair required (usually the same as the duration field)
- Enter staff ID of individual completing the repair.
- Enter appropriate station number and shift assignment.

- Click on the “Notes” tab. Give a detailed description of any parts used and the type of repair/work completed.
- Left click the “Save” button.
- Left click the “Closed” button.
- Left click the ”Save” button.

If any additional maintenance is performed repeat the above procedure starting with step 5 and repeat the steps.